



Student Association of George Brown College

Job Title:	Internal Support Staff	Job Category:	Part-time, Support Staff
Department/Program:	General Admin/ Internal	Reports to:	Internal Coordinator
Location:	GBC campuses: various remote work where applicable	Will Train:	Yes
Rate of Pay:	\$15.00/hr (0- 20 hours per week)	Start & End Date:	August 2022-April 30 2023
Number of Vacancies:	1	Posting Expires:	May 29, 2022 11:59pm

How to Apply:

Submit cover letter résumé to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: “Internal Support Staff Application - <Insert Your Name>”

Job Overview:

The Student Association is about representing the interest of the George Brown College students and community. In order to provide services, the organization internally must be able to run smoothly and cooperate.

The Internal Support Staff will be required to perform an array of administrative duties supporting the General Administration and Internal Department. The successful individual will assist in organizing files/documents, researching and creating surveys, data entry and data analysis to name a few responsibilities, to help with the internal environment of the organization.

During the term of this position, the individual may develop or enhance their soft skills such as communication, adaptability, creativity, interpersonal skills, event planning, and time management.

GENERAL RESPONSIBILITIES:

- Provide administrative support where needed internally to the organization and departments.
- Promote opportunities and reminders to internal staff.
- Research a variety of trainings, HR models and systems and other methods of recruitment and training programs and systems
- Prepare RFP from findings, research and surveys.
- Create and or compile internal surveys of staff feedbacks on topics such as post trainings and or events.
- Analyze data from surveys and prepare summary reports.
- Assist with data entry – compile, input, sort, filter.
- Assist with inventory development and inventory controls.
- Assist with coordinating internal office activities.
- Support filing and archiving as required.
- Take and transcribe dictation notes and meeting minutes from time to time.
- Support promotion and student engagement activities, as assigned.
- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all employees, management, executives, and visitors always.
- Assist with planning and executing internal social events and activities.
- Other duties as assigned as required.



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YOU HAVE:

- Proficient computer skills and experience with Microsoft Office (Excel, Word, PowerPoint, Forms, Planner) & Google Drive (Forms)
- Familiarity working in fast-paced environments with dynamic teams.
- Superior time prioritization skills; can forward plan weeks and months in advance.
- Ability to follow instruction and protocols, attention to detail, deadlines, and accuracy of work.
- Ability to extract information from survey and compile a comprehensive report.
- Demonstrated prioritization skills; able to handle multiple tasks, stress, and problem-solving.
- An understanding of the Student Association and the importance of the student movement
- Effective and creative written and verbal communication skills and ideas; able to tailor information to different audiences.
- Ability to work with dynamic teams and independently with minimal supervision.
- Demonstrated professionalism; able to work with integrity and safeguard information against risk.
- Value equity, diversity, and inclusion
- A friendly, outgoing personality
- An understanding of the Student Association and the importance of the student movement.

YOU MIGHT ALSO HAVE:

- Experience in event planning (large or small), hospitality, or marketing.
- Experience running meetings or group facilitation.
- Experience in office administration or database skills.
- Interest or experience in policy and procedures.
- Comfort with crowds; you are energized by meeting new people and connecting with people.

REQUIRED:

- Full-time GBC students enrolled 2022-2023 prioritized, or part-time student and/or recent GBC grads/alumni.
- Availability - Work hours based on availability and availability of work; up to 20 hours per week. Typical shifts occur Monday-Friday 9am-5pm
- HOW TO APPLY: Must submit cover letter AND résumé

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.